

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**AIRPORTS PROPERTIES MANAGER**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Airports Properties Manager is the second level in a two level Airports Properties Management series. Incumbents are responsible for managing comprehensive plans and programs for utilization of land and physical facilities, contract writing and management, property marketing programs, negotiation of property leases and operating agreements, property rentals and airport user fees in airport property management.

The Airports Properties Manager is distinguished from the Airports Properties Specialist by its responsibility for managing and overseeing comprehensive airport properties management plans and programs.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |              |
|----|---|--------------|
| 1. | Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily<br>20% |
| 2. | Supervises and coordinates the day-to-day activities and operations of the Airport Property Management section, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, goals, objectives, systems, and/or standards.                              | Daily<br>10% |
| 3. | Identifies new financing programs offered through local banks or other applicable resources, ensuring compliance with Federal, State, and Local laws, regulations, codes, standards, policies, and procedures; and/or, performing other related activities.   | Daily<br>10% |
| 4. | Prepares and maintains complex and sensitive proposals, leases, permits, and other documents relating to Airport property.  | Daily<br>10% |
| 5. | Negotiates agreements with airport tenants and users; establishes and maintains liaison with airport tenants and users concerning property management matters and compliance with Federal mandates.   | Daily<br>5%  |
| 6. | Coordinates contract provisions with City Attorney, Risk Manager, and other internal departments and City representatives impacted by airport leasing activities.   | Daily<br>5%  |

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7.	Supervises the maintenance of current lease management and billing system databases.	Daily 5%
8.	Participates in developing, coordinating, and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
9.	Proposes recommendations regarding environmental, insurance, and other potential liability issues.	Monthly 5%
10.	Recommends and implements marketing programs for airport properties; coordinates such efforts with applicable City representatives and outside agencies.	Quarterly 10%
11.	Works with airport regulatory agencies on airport land use and other airport related matters.	Daily 20%
12.	Develops and supervises the maintenance of airport rate-setting data; obtains and reviews airport property appraisals; applies property valuation and cost accounting data to the establishment of airport property rentals and user fees; recommends rental rates and user fees for airport properties, facilities, and services.	Annually 10%
13.	Conducts comprehensive comparable value studies to establish fair market value for airport properties.	Annually 5%
14.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- A Bachelor's Degree in Aviation (Airport Management), Public or Business Administration, Urban Properties, Transportation Properties, or related field is required; three years of progressively responsible experience in aviation related property management is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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#### **Licensing Requirements** (positions in this class typically require):

##### Licensing Requirements:

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check

#### **Knowledge** (position requirements at entry):

##### Knowledge of:

- Management and supervisory principles and practices;
- Air transportation industry;
- Real estate transaction procedures;
- Title searches and examination procedures;
- Real estate lease procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Property management principles and practices;
- Airport rate-setting principles and practices;
- Federal Aviation Administration and Transportation Security Administration regulations, orders, and standards affecting and development, use and management of airport properties, land use and facilities;
- Contract provisions utilized in lease and operating agreements;
- Commercial and industrial real estate principles and practices;
- Real estate marketing and development practices;
- Budget administration principles and practices;
- Airport planning principles and theories;
- Property appraisal methods and practices;
- Market information sources;
- Building and construction trades, methods, principles, practices and techniques;
- Land and building value appraisal methods, principles and practices;
- Common retail business practices.

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#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Compiling, analyzing, and applying land and improvement value estimations
- Reading and comprehending maps
- Conducting negotiations related to contract and lease agreements and the disposition of property and property rights;\*
- Marketing real state and facilities
- Analyzing business proposals
- Preparing financial, technical, and administrative reports
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Speaking in Public
- Comprehending and interpreting, engineering and architectural plans
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008